

AMERICAN LASER & AESTHETICS INSTITUTE

2026 TWC CATALOG

AND STUDENT HANDBOOK

Institutional policies, student responsibilities, academic standards, program information, curriculum outlines, and professional seminar syllabi

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TWC School Number: S5672

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**Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges,
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1. INSTITUTIONAL HISTORY, APPROVALS, FACILITIES, AND OWNERSHIP

1.1 Institutional History and Mission

American Laser & Aesthetics Institute (ALAI Institute) provides career-focused education in beauty, aesthetics, cosmetology, and laser-related fields. The institution combines classroom instruction, supervised laboratory practice, client-service preparation, safety education, and career-readiness training.

The mission of ALAI Institute is to prepare students for employment through practical instruction, professional ethics, safety, technical competency, and student-centered support.

1.2 Accreditation and Regulatory Approvals

- Texas Workforce Commission, Career Schools and Colleges - School Number S5672.
- Texas Department of Licensing and Regulation private postsecondary school license number 705452.
- Texas laser hair removal training provider license number ZT10028.
- National Accrediting Commission of Career Arts & Sciences accreditation, limited to programs within the institution's approved accreditation scope.

Program approval status differs by program. A program identified as proposed, pending, institutional, or not within an accreditor's scope may not be represented as TWC-approved or accredited unless the school has current written approval.

1.3 Facilities and Equipment

The main campus is located at 1111 Babcock Road, San Antonio, Texas 78201. The approximately 4,897-square-foot facility contains administrative offices, theory classrooms, practical laboratories, treatment rooms, student support areas, sanitation stations, and equipment used for supervised occupational training.

Equipment inventories are maintained by program and include manufacturer, model, quantity, ownership status, location, condition, and instructional use. Equipment is used only in accordance with manufacturer instructions, facility safety procedures, applicable law, and required supervision.

1.4 Ownership

Operating Entity / Owner: American Laser & Aesthetics Institute LLC

Founders: Jang Bae Kim and Youn Park.

2. ADMINISTRATORS, KEY STAFF, AND FACULTY

Position	Name	Area of Responsibility / Instruction	License or Credential
School Director	Youn Park	School administration and institutional oversight	Professional license #1166052
Laser Hair Removal Supervisor	Dr. John Choi	Laser hair removal supervision	M6567
Esthetician / Master Aesthetics / Laser Educator	Crystal Vasquez	Esthetics, master aesthetics, laser, academic progress	#1759355; ZP20971
Esthetician / Master Aesthetics Educator	Stephine Rodriguez	Esthetics and master aesthetics instruction	#1418194
Academic and SAP Coordinator	Crystal Vasquez	Academic progress, SAP evaluation, student advising	#1759355; ZP20971
Administrative Support	Veronica Zabith; Crystal Vasquez	Administrative and student support	N/A
Financial / Student Accounts Coordinator	Woo Lee	Student accounts and financial coordination	N/A
Admissions and Enrollment Coordinator	Areej Kamil	Admissions and enrollment	N/A

The school will submit instructor applications and supporting qualifications as separately required. Faculty assignments are subject to TWC approval and applicable licensing requirements.

3. ADMISSIONS, ENROLLMENT, TRANSFER CREDIT, AND READMISSION

3.1 General Admission Requirements

- Be at least 17 years of age at the time of enrollment unless a program or licensing authority requires a higher age.
- Possess a high school diploma, GED certificate, or recognized U.S. equivalent.
- Applicants educated outside the United States must submit an approved credential evaluation establishing equivalency to a U.S. high school diploma.
- Provide government-issued photo identification.
- Demonstrate sufficient English proficiency to understand lectures, safety instructions, assignments, examinations, and client documentation.
- Complete the admissions interview, application, enrollment agreement, financial arrangements, and orientation.
- Meet any program-specific professional license, Bloodborne Pathogens, CPR/BLS, health, or legal-scope requirement.

ALAI Institute does not admit students solely through Ability-to-Benefit testing.

3.2 Enrollment Procedures

- Submit a completed application and the published application fee.
- Provide required education and identification documents.
- Receive written acceptance from the school.
- Review the catalog and enrollment agreement before signing.
- Complete financial clearance before the start date.
- Attend orientation covering academic progress, attendance, safety, conduct, grievance, and refund policies.

3.3 Transfer of Credit and Previous Training

Official transcripts and supporting records must be submitted before classes begin. The Education Director or qualified program instructor evaluates curriculum equivalency, completed hours, grades, and practical competency. Approved transfer credit is recorded in the enrollment agreement and student record, and tuition is adjusted when applicable.

The school does not guarantee that credits earned at ALAI Institute will transfer to another institution. The receiving institution determines whether it will accept prior education or training.

3.4 Readmission

A former student seeking readmission must submit a new application, satisfy current admissions requirements, resolve prior obligations, and receive administrative approval. A student terminated for unsatisfactory progress or attendance may not return until the period specified in the applicable policy has elapsed. Returning students may be placed on probation and must follow a written improvement plan.

4. PROGRAMS, SCHEDULES, TUITION, AND CHARGES

4.1 Program Status

Program	Hours	Status	Tuition	Books/Kit	Agency Fee	Application Fee	Total
Esthetician Program	750	Active - TWC Approved	\$12,050	\$2,500	\$25	\$100	\$14,675
Laser Technician Course (LTC)	80	Active - TWC Approved	\$8,500	Included	None	\$100	\$8,600
Beauty Enhancement Course (BEC)	48	Active - TWC Approved	\$5,500	\$1,000	None	\$100	\$6,600
Advanced Medical Aesthetics Course (AMAC)	48	Active - TWC Approved	\$ 7,500	Included	None	\$100	\$7,600
Non-Invasive Body Sculpting	16	Active - TWC Approved	\$2,000	Included	None	\$100	\$2,100
Phlebotomy Clinical Course	48	Active - TWC Approved	\$2,500	Included	None	\$100	\$2,600

4.2 Normal Hours of Operation and Class Schedules

Full-Time Day Schedule: 35 clock hours per week, Monday through Friday.

Part-Time Evening Schedule: 20 clock hours per week, Monday through Friday, when offered.

4.3 Program Length and Credential

Program	Hours	Estimated Length	Credential Awarded
Esthetician Program	750	37.5 weeks at 20 clock hours/week or other TWC-approved schedule	Diploma of Graduation - Esthetician
Laser Technician Course (LTC)	80	4 weeks at 20 clock hours/week or other TWC-approved schedule	Certificate of Completion - Laser Technician Course
Beauty Enhancement Course (BEC)	48	Approximately 2.4 weeks at 20 clock hours/week or other TWC-approved schedule	Certificate of Completion - Beauty Enhancement Course
Advanced Medical Aesthetics Course (AMAC)	48	Approximately 2.4 weeks at 20 clock hours/week or other TWC-approved schedule	Certificate of Completion - Advanced Medical Aesthetics Course

Non-Invasive Body Sculpting	16	Approximately 0.8 week at 20 clock hours/week or other TWC-approved schedule	Certificate of Completion - Non-Invasive Body Sculpting
Phlebotomy Clinical Course	48	Approximately 2.4 weeks at 20 clock hours/week or other TWC-approved schedule	Certificate of Completion - Phlebotomy Clinical Course

Estimated lengths are based on the published 20-clock-hour weekly part-time schedule. For any different TWC-approved schedule, the enrollment agreement will state the exact start date, expected completion date, weekly schedule, and program length.

5. EVALUATION, GRADING, SATISFACTORY PROGRESS, AND GRADUATION

5.1 Grading System

Unless a program-specific syllabus states otherwise, the institutional grade is composed of theory and written assessments (40%), practical performance (50%), and professionalism/participation (10%).

Grade	Range	Description	Status
A	90-100%	Excellent	Passing
B	80-89%	Very Good	Passing
C	75-79%	Satisfactory	Passing
D	60-74%	Unsatisfactory	Failing
F	Below 60%	Failing	Failing

5.2 Satisfactory Academic Progress

- Qualitative standard: cumulative academic average of at least 75%.
- Quantitative standard: cumulative attendance pace of at least 80% of scheduled hours.
- Students must complete the program within the published maximum timeframe.
- Progress is evaluated at the program checkpoints published in the applicable syllabus or SAP schedule.
- Students who fail a standard receive written notice and are subject to warning, probation, appeal, improvement-plan, and termination procedures.

5.3 Graduation Requirements

- Complete 100% of the program's required clock hours.
- Earn a minimum cumulative grade of 75%.
- Maintain the required attendance pace and complete missed clock hours.
- Pass required written and practical examinations.
- Complete required assignments, projects, services, and competency checklists.
- Pass all critical safety and infection-control competencies.
- Complete exit paperwork and resolve administrative and financial obligations.

6. ATTENDANCE, LEAVE OF ABSENCE, AND MAXIMUM TIMEFRAME

6.1 Attendance and Timekeeping

Students must personally record attendance using the approved timekeeping system. Falsification of clock hours or recording time for another student is grounds for disciplinary action or termination.

- Students are expected to attend all scheduled classes, laboratories, and clinical activities.
- Late arrival and early departure are recorded as missed time.
- Make-up hours require prior approval, instructor supervision, and documentation.
- A student must complete all required clock hours before graduation.

6.2 Consecutive Absence and Termination

The school monitors consecutive absences and student communication. The effective date of termination and refund calculation will follow the applicable TWC,VA cancellation and refund policy.

6.3 Leave of Absence

A student requesting a leave of absence must submit a signed and dated written request stating the reason and expected return date. Approved leave periods, maximum duration, extensions to the contract end date, and return requirements must comply with applicable TWC, VA, and funding-source rules.

6.4 Maximum Timeframe

Students must complete all graduation requirements within the maximum timeframe published for the program. The school will apply the strictest applicable requirement when TWC,VA an accreditor, or a funding source uses different standards.

7. DISTANCE EDUCATION AND ON-CAMPUS PRACTICAL REQUIREMENTS

Distance education is limited to approved theory content and may be offered only when the program and delivery method are approved by the applicable agencies. Practical, laboratory, demonstration, and client-service hours must be completed on campus under qualified supervision.

- Students use unique accounts and must participate in regular and substantive interaction.
- Attendance and academic activity are documented through the approved learning platform.
- Written and practical exit examinations are administered on campus when required.
- Students seeking licensure outside Texas are responsible for confirming whether another jurisdiction accepts online hours.

8. CANCELLATION, REFUNDS, AND FINANCIAL RESPONSIBILITIES

8.1 Cancellation Policy - Residence and Synchronous Programs Over 40 Hours

A full refund will be made to a student who cancels the enrollment contract within 72 hours, until midnight of the third day excluding Saturdays, Sundays, and legal holidays, after the enrollment contract is signed. A full refund will also be made to a student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in administrative fees and items of extra expense necessary for the portion of the program attended and separately stated in the enrollment agreement.

8.2 Refund Policy - Residence and Synchronous Programs Over 40 Hours

- Refund computations are based on scheduled course time through the last date of attendance.
- The effective date of termination is the earliest of the last day of attendance when terminated by the school, the date written notice is received from the student, or ten school days following the last date of attendance.
- After the cancellation period, the school may retain no more than \$100 in administrative fees for the entire program.
- The minimum refund is the pro rata portion of tuition, fees, and other charges attributable to the hours remaining in the portion of the program for which the student has been charged.
- No refund is due after the student has completed 75% or more of the portion of the program for which the student has been charged.
- Books, tools, kits, and supplies are handled separately and may be nonrefundable only when required for the portion attended and separately stated.
- A full refund is due when the student is not accepted, the school discontinues the program and prevents completion, or enrollment was procured by misrepresentation.
- Refunds will be completed within 60 days after the effective date of termination.

8.3 Refund Policy - Programs or Seminars of 40 Clock Hours or Less

- Refund computations are based on clock hours.
- The effective date is the earlier of the last date of attendance or the date written notice is received.
- If the student does not enter, the school may retain not more than \$100.
- If the student withdraws or is discontinued before completion, the student receives the pro rata portion attributable to the class hours remaining.
- A full refund is due when the student is not accepted, the course is discontinued and prevents completion, or enrollment was procured by misrepresentation.
- Refunds will be completed within 60 days after the effective date of termination.

8.4 Military Service

A student who withdraws because of a call to active military service may select the refund, incomplete/reentry, or final-grade option permitted by applicable Texas law and TWC policy.

8.5 Additional Charges

Any late fee, withdrawal fee, overage fee, replacement supply fee, or other charge must be separately stated in the catalog and enrollment agreement and may be assessed only when permitted by law and the approved refund policy.

9. STUDENT CONDUCT, RECORDS, SERVICES, PLACEMENT, AND GRIEVANCES

9.1 Student Conduct

- Students must comply with dress, grooming, sanitation, safety, confidentiality, and professional conduct standards.
- Academic dishonesty, harassment, violence, substance use, record falsification, and unauthorized equipment use may result in discipline or termination.
- Photographs, recordings, and social media use involving clients, students, or staff require written authorization.

9.2 Student Records and Privacy

Student records are maintained securely. Students may inspect records and request release of information in accordance with applicable law and institutional policy.

9.3 Student Services and Placement Assistance

The school provides academic advising, financial counseling, resume assistance, portfolio development, interview preparation, and job-search information. The school does not guarantee employment, salary, licensure, or advancement.

9.4 Grievance Procedure

Students must address concerns about the school or any of its educational programs by first following the grievance process outlined in this catalog. The school will address student complaints promptly and will not retaliate against a student for submitting a good-faith grievance.

- Step 1: Discuss the concern with the instructor or staff member involved.
- Step 2: If unresolved, submit a written grievance with supporting documentation to the School Director.
- Step 3: If dissatisfied with the School Director's response, submit a written appeal to the institution's designated final reviewer.

If the concern is not resolved through the school's grievance procedure, the student may file a complaint with the Texas Workforce Commission, Career Schools and Colleges. Students may use the current CSC-401A Student Complaint Form and follow the submission instructions published by TWC.

Texas Workforce Commission - Career Schools and Colleges
101 East 15th Street, Room 226T, Austin, Texas 78778-0001
Phone: 866-256-6333 or 512-936-3100
Email: career.schools@twc.texas.gov

The school displays the TWC Notice of Student Complaint Policy as required. The grievance procedure published on the school's website should be kept consistent with this catalog.

10. SAFETY, ADA, NONDISCRIMINATION, AND VETERANS

10.1 Nondiscrimination and ADA

ALAI Institute provides equal educational opportunity and reasonable accommodation to qualified individuals with documented disabilities. Requests should be submitted in writing with sufficient documentation and time for review before the requested accommodation is needed.

10.2 Safety and Equipment

- Students receive safety instruction before using devices, chemicals, sharps, or clinical equipment.
- Students must follow infection-control, PPE, electrical, fire, ocular, chemical, and emergency procedures.
- Students may perform only services permitted by applicable law, license, delegation, and supervision.

10.3 Veteran Students

Students using VA educational benefits must satisfy the school's approved attendance and progress standards. The school reports enrollment changes as required and applies approved leave-of-absence and military-service policies.

11. 2026 SCHOOL CALENDAR

- January 1, 2026 - New Year's Day
- January 2, 2026 - School Holiday
- January 19, 2026 - Martin Luther King Jr. Day
- March 13, 2026 - School Holiday
- April 20, 2026 - School Holiday
- May 25, 2026 - Memorial Day
- June 19, 2026 - Juneteenth
- August 28, 2026 - Student Holiday / Instructor Workday
- September 4, 2026 - School Holiday
- September 7, 2026 - Labor Day
- November 26, 2026 - Thanksgiving Day
- November 27, 2026 - Thanksgiving Holiday
- December 24, 2026 - Christmas Eve / Half Day
- December 25, 2026 - Christmas Day

Published Class Start Dates

- January 5, February 2, March 2, April 6, May 4, June 1, July 6, August 3, September 7, October 5, November 2, and December 7, 2026.

12. STUDENT ACKNOWLEDGMENT

By signing below, the student acknowledges receipt of the catalog and enrollment agreement before enrollment, and confirms that the student has reviewed admissions, tuition, schedules, attendance, progress, graduation, conduct, grievance, cancellation, refund, and safety policies.

Student Printed Name	
Program	
Student Signature	
Date	
School Representative	
Representative Signature / Date	